



THE CITY OF SAN DIEGO  
**Development Services Department**  
**Code Enforcement Division**

**Plan Preparation & Submittal Guidelines**  
**for Open Cases**

**Permit Requirements**

- **Demolition Permit** – These are required when structures will be completely removed, including foundation. There are exceptions for some structures less than 500 square feet, without plumbing or electrical. Typically, plans are not required for demolition permits (see Information Bulletin 710 – How to Obtain a Demolition Permit).
- **Building or Combination Permit:** These are required for new construction or the removal or demolition of only part of a structure.
- **Electrical, Plumbing or Mechanical Permits:** Separate electrical, mechanical and plumbing permits are required for multifamily and nonresidential construction projects, or for single family and duplex projects that only involve electrical, mechanical or plumbing/gas work without any building permit work. Electrical, Mechanical, Plumbing/Gas Permits can be obtained at the same time the Building permit is issued.
- Please refer to the following DSD webpages for additional processing information:

<http://www.sandiego.gov/development-services/index.shtml>

<http://www.sandiego.gov/development-services/devprocess/index.shtml>

**Plan Requirements**

The following plan requirements for open cases in the Code Enforcement Division (CED) are **in addition** to those listed in the Development Services Department (DSD) Submittal Requirements Manual, located at:

<http://www.sandiego.gov/development-services/industry/information/codesregreq/index.shtml#submanual>

1. **Scope of Work** - The scope of work shall be listed on the first page and include the words **“CED Code Case.”** A copy of the *Civil Penalty Notice and Order* or the *Notice of Violation* must accompany each plan set submitted for plan review.

2. **The following labels shall be used on all plan drawings for submittal:**

- a. **“Proposed”** - All work to be reviewed is proposed. This can be unpermitted or newly added work.
- b. **“Existing”** - Only work that was legally permitted and will remain unchanged can be labeled “existing.”
- c. **“Non-permitted or unpermitted”** - These designations are to be used for all unpermitted construction to remain or be removed.

3. **Define areas that are unpermitted on the plans:**

- a. These areas can be shaded or darkened (highlighted) in the unpermitted areas to denote they are installed without permits.
- b. If necessary, a legend can be provided to call out the unpermitted work and a numbering symbol can be placed next to the work area.
- c. It should be noted what is “to remain” and what is “to be removed.” Work may be identified as “non-permitted to be removed” or “non-permitted to remain.”

4. **Additional Work:**

- a. If a property owner/applicant wishes to add new construction (work not yet started) to the plans along with legalizing the unpermitted construction (work already completed or in progress without the required permits) both must be clearly shown and labeled on the plans.
- b. The scope of the work and the drawings need to identify which areas are “new construction” and which areas are “unpermitted.”

**Plan Review/Stamping Procedure**

- The property owner/applicant shall initially provide *two* sets of plans to the assigned CED investigator/inspector for review: one set remains in the case file; the other set is for the property owner/applicant.
- After all requirements are met for the CED components, the property owner/applicant shall provide at least *four\** sets of plans, which will be stamped by the investigator/inspector to allow submittal per the DSD Submittal Manual.
  - a. The CED investigator/inspector will keep one set of plans for the case file.
  - b. Three sets of stamped plans are provided for the property owner/applicant to continue with the submittal process per the DSD Submittal Manual. *\*NOTE: Depending on the permits/reviews required, additional plan sets may be required, per the Submittal Manual.*
- Please contact the assigned CED investigator/inspector to make an appointment to submit your plans for review/stamping. Call (619) 236-5500 or search <http://opensd.sandiego.gov/web/cecases/> to determine the assigned CED investigator/inspector.

## **Stamp Transfer For Permit Issuance**

Three sets of approved plans are required to obtain Building Permits for construction. The first two sets of plans must be complete, identical, and contain all applicable stamps and signatures of approval. The applicant is responsible for obtaining all stamps and signatures of approval on two of these final sets of plans (commonly referred to as a 'stamp transfer'). The third set is for the County Assessor and only has the final approval stamp from DSD.

The stamp transfer must be performed by the assigned CED investigator/inspector. Please contact the assigned CED investigator/inspector to make an appointment to obtain a stamp transfer prior to permit issuance. Call (619) 236-5500 or search <http://opensd.sandiego.gov/web/cecases/> to determine the assigned CED investigator/inspector.